

mpoa.
Econ. Bb
J

See page 121

Select list of references on train crew
Legislation
by E. Johnston

Vol. 4

JUNE, 1913

No. 6

LIBRARY
BUREAU OF RAILWAY ECONOMICS,
WASHINGTON, D. C.

3 1761 09621556 1

Special Libraries

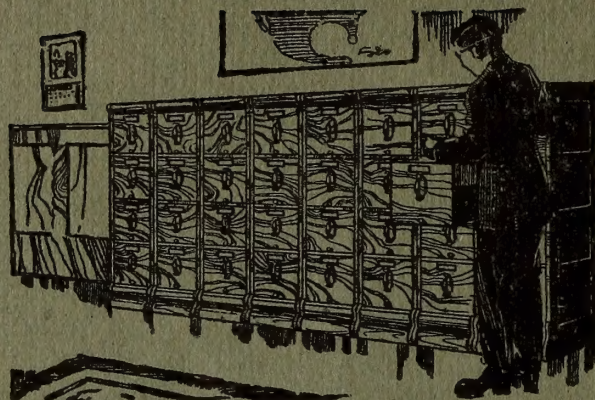


Published by The Special Libraries Association

Subscriptions
93 Broad Street
Boston, Massachusetts

Editorial and
Publication Office
Indianapolis, Indiana

Sectional Bookcases
furnished in sizes
to admit
all Technical and
Trade Publications



Steel Cabinet Safes for
Valuable Papers,
Photographic
Prints, Patterns,
Records, Etc.

GLOBE-WERNICKE STANDARDIZED EQUIPMENT For Commercial Libraries

Business libraries are now regarded as essential in every office operated on modern scientific principles.

We are equipped not only to furnish a Standardized type of Filing Equipment that adequately provides for all Commercial Papers used in the ordinary transactions of business, but also a line of modern type Sectional Bookcases harmonizing in finish and design with correct types of Office Furniture. Write for catalogues of both Filing Cabinets and Bookcases.

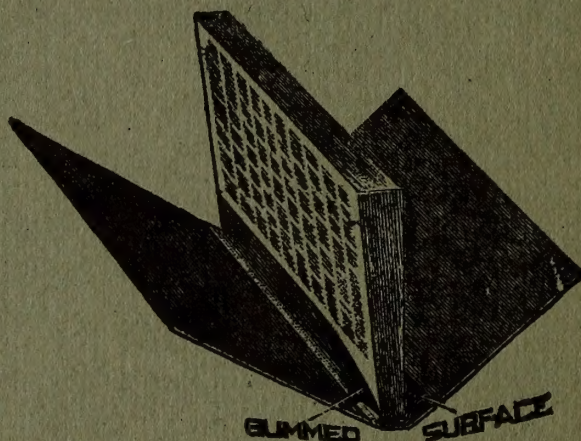
The Globe-Wernicke Co., Cincinnati, O.

Branch Stores: New York, Chicago, Boston, Philadelphia, Washington

THE R. H. HUNTING COMPANY

SPRINGFIELD, MASS.

makes a specialty of looking up and reporting on special items. Classified catalogs are issued monthly. Correspondence invited. Special library binding.



DOG EARED PAMPHLETS

are unknown when your limp covered publications are placed in our pamphlet binders. Used and recognized as standard by all prominent librarians. Free samples sent upon request.

GAYLORD BROS.
Syracuse, N. Y.

BOOKS PUBLISHED BY THE ELM TREE PRESS WOODSTOCK, VERMONT

The Letters of Horace for Modern Readers. Edited by Charles L. Dana and John Cotton Dana. 500 copies, 150 pages, 23 illustrations. \$3.00.

The Conservation of Youth and Defense of Age. By Arnaldus of Villa Nova, about 1290 A.D. Translated into quaint English by Dr. Jonas Drummond, 1544. 300 copies; portrait of Arnaldus and four halftones of Drummond's book. \$2.00.

Copa: The Hostess of the Inn, a Neglected Classic. Printed on Normandy Vellum paper. Portraits of Propertius and Dr. Keppeler. 400 copies. \$1.00.

Pervigilium Veneris. The Vigil of Venus. Edited and translated by Elizabeth H. du Bois, Ph.D. 125 copies, 86 for sale. Printed on Van Gelder hand-made paper. Initials in color. \$5.00.

The Hundred Riddles of Symphosius. Edited and translated by Elizabeth H. du Bois, Ph.D. 300 copies. \$2.00.

Originies Golfianae. The Origin of Golf. The story of the finding of an alleged ancient manuscript, and the discovery that it contained an account of the origin of golf among goatherds in northern Italy, about 500 B.C. By Arthur V. Taylor. Illustrated. \$2.00.

The Librarian's Series. Edited by Henry W. Kent and John C. Dana.

The Old Librarian's Almanack, \$1.50.

The Library and Librarian, \$1.50.

The Intellectual Torch, \$2.00.

Modern American Library Economy as illustrated by the Newark, New Jersey, Free Public Library. A series of pamphlets each describing one aspect of library work. The thirteen already published, bound in half leather, with special title page and very full index, are sold for \$12. Most of the pamphlets are still in print and sold singly from 25 cents to \$1.00 each. They include a "Course of Study for Normal School Pupils on the Use of a Library," and a "Course for Study for Normal School Pupils on Literature for Children."

BOOKS *of* ALL KINDS

Our position as the largest wholesale distributors of the books of all publishers, enables us to offer you such service as is nowhere else to be had. It matters not whether you order one book or a thousand, you will receive prompt shipment at the lowest prices.

Requests for information about books of any description, published here or abroad, or out-of-print, will receive courteous attention.

QUOTATIONS FURNISHED CHEERFULLY

WRITE AND TELL US ABOUT YOUR NEEDS

The Baker & Taylor Co.

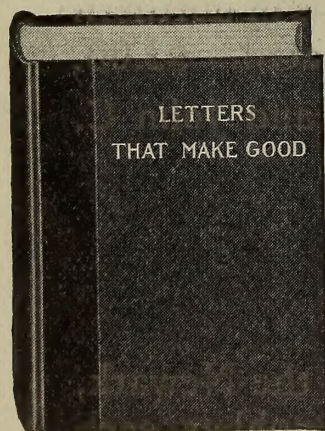
Wholesale Dealers in the Books of All Publishers

33-37 East 17th Street

NEW YORK CITY

Union Square North.

\$1,600,000.00 from a single letter.



For the letter that brought this enormous amount of business see Page 256 of "Letters That Make Good."

If you can write a good letter, you have power. You can increase sales. You can build business. Here is a book that shows you how sales-making, result-pulling letters are written by America's most successful men.

Letters That Make Good

is a book of 500 pages, 8¼ x 10½ in., with more than 300 letters used by big, successful business houses.

These letters have made good; analyses and notes by their authors tell you how and why; and show you how to write letters equally as good.

Eight chapters by nationally celebrated advertising men; 306 specimen letterheads by typographical artists.

If you ever write a business letter you need this book. If you depend on letters to make sales it is worth a mint of money to you. The \$5 this book costs is the best investment you can make. Money back if you're not satisfied. Prospectus on request.

AMERICAN BUSINESS BOOK COMPANY
253 Causeway St., Boston, Mass., U. S. A.

STATEMENT

Statement of the ownership, management, circulation, etc., of Special libraries published monthly except July and Aug., at Indianapolis, required by the Act of Aug. 24, 1912.

Managing Editor, John A. Lapp; State House, Indianapolis. Business Manager, Guy E. Marion, 93 Broad St., Boston, Mass.

Owners: Special Libraries Association a voluntary scientific association (not incorporated).

JOHN A. LAPP.

Sworn to and subscribed before me this 15th day of April, 1913.

MABEL WHISNER.

[SEAL.]

Notary Public

(My commission expires Dec. 3, 1914.)

Special Libraries

Vol. 4

JUNE 1913

No. 6

PUBLISHED BY THE SPECIAL LIBRARIES ASSOCIATION

Monthly except July and August.

Editorial and Publication Office, State Library,
Indianapolis, Ind.

Subscriptions, 93 Broad street, Boston, Mass.

Entered at the Postoffice at Indianapolis, Ind.,
as second-class matter.

Subscription....\$2.00 a year (10 numbers)
Single copies25 cents

PresidentD. N. Handy
Insurance Library Association, Boston, Mass.
Vice-PresidentR. H. Johnston
Bureau of Railway Economics, Washington, D. C.
Secretary-TreasurerGuy E. Marion
Library, Arthur D. Little, Inc., 93 Broad St.

EXECUTIVE BOARD

President, Vice-President, Secretary-Treasurer.
O. E. Norman, People's Gas Light and Coke
Co., Chicago; and Miss Florence Spencer, Na-
tional City Bank, New York City.
Managing Editor of Special Libraries:—John A.
Lapp, State Library, Indianapolis, Ind.
Assistant Editor, Ethel Cleland, State Library,
Indianapolis, Ind.

CONTRIBUTING EDITORS

F. N. Morton, United Gas Improvement Co.,
Philadelphia.
H. H. B. Meyer, Library of Congress.
D. N. Handy, Insurance Library Association.

Program of S. L. A.....	111
Proceedings of the S. L. A., Manhattan District Meeting	112
Summary of Addresses and Discussions, Manhattan District Meeting	113
American Municipal Documents.....	117
Select List of References on Train Crew Legislation	121
Legislative Reference "Scheme".....	125
Bibliographies	126
Current References	127
News and Notes	130

PROGRAM OF THE SPECIAL LIBRARIES ASSOCIATION

Annual Convention, Hotel Kaaterskill, N.
Y., June 23-28, 1913.

1st Meeting, Tuesday afternoon, June 24th.
Relation of the Special to the General Li-
brary..... Dr. W. Dawson Johnston,
Librarian, Columbia University.
The Library a Necessity of Modern Busi-
ness.....N. C. Kingsbury
Vice Pres., Am. Tel. and Tel. Co., N. Y.
Relation between the Municipal Library and
LegislatorsAndrew Linn Bostwick,
Municipal Ref. Librarian, St. Louis.
The Library of the Research Laboratory,
General Electric Company.....
.....Miss Helen R. Hosmer,
Librarian, Research Laboratory, General
Electric Company, Schenectady, N. Y.

Municipal reference work in New York City
.....Mrs. Von Hohoff
Librarian, New York City.
Insurance Libraries

.....Dr. Frederick L. Hoffman,
Statistician, Prudential Life Ins. Co.,
Newark, N. J.

2nd Meeting, Wednesday afternoon, June 25
Address on Methods of the Luce Clipping
BureauHon. Robert Luce,
formerly Lieut. Governor of Mass.

Report of Committee on Clippings.....
.....Jesse Cunningham,
Chairman, Librarian, School of Mines,
Rolla, Mo.

Address on Clipping Methods of the Wall
Street Journal Library

.....Dr. J. Franklin Crowell,
Wall Street Journal.

Report of Committee on Special Library
TrainingO. E. Norman,
Chairman, Librarian, Peoples' Gas, Light
and Coke Co., Chicago

Is there a demand for indexes in special
fields of agriculture and education.....
.....H. W. Wilson,
H. W. Wilson Company, Minneapolis,
Minn.

3rd Meeting, Thursday evening, June 26th
The Library of Congress as a clearing-house
for record of work done in economic sub-
jectsH. H. B. Meyer,
Chief Bibliographer, Library of Congress.
A Review of the Chief Sources for Special
Library Collections

.....Miss Mari F. Lindholm,
Assistant Librarian, Public Service Com-
mission Library, New York City.

The Library of the School of Architecture
at Harvard University,—the treatment of
collections relating to Landscapes Archi-
tecture, including city planning

.....Miss Theodora Kimball,
Librarian, School of Architecture, Har-
vard.

The English Book-trade Library*

.....R. A. Peddie,
St. Bride Foundation, London.

Review of Special Library work during the
yearGuy E. Marion,
Secretary, Special Libraries Asso.

*Paper to be read by a member of the
Association.

THE SPECIAL LIBRARIES ASSOCIATION

The meeting of the Special Libraries As-
sociation at Kaaterskill marks its fourth
anniversary. The association was formed
by a small group of special librarians at the
Bretton Woods conference in 1909.

The first annual meeting was held in New York city in November 1909 and annual conventions have been held since as follows:—Mackinac Island, July, 1910, New York city, Sept., 1911, Ottawa, Canada, July, 1912.

Besides these meetings an informal meeting was held at the Pasadena conference of the A. L. A., and three district meetings have been held in Boston, one in Chicago and one in New York.

The association has published Special Libraries since January, 1910 and has made numerous reprints of articles and bibliographies of value. The membership has grown from forty to upwards of three hundred and the work of the association and its active members has been instrumental in establishing or reorganizing many special libraries. A perceptible influence has also been observed in the tendency of the general libraries to adopt special library methods in many fields.

But great as the progress has been from the efforts of the few who have seen the possibilities of this movement and who have been willing to give of their time and effort to promote it, the real movement is just beginning. Only the edges of the idea have been touched and there remains a whole great "undiscovered country" where the special library idea might be applied with infinite profit to individuals and to society.

The age of efficiency in all lines is in its merest infancy; but men are beginning to recognize the value of knowledge whether found in books, pamphlets, reports or letters or as in personal experiences and systems of bookkeeping. They have come to see that the rule of thumb has passed and that success depends upon the widest acquaintance with the minutiae of their own business and of related business as well as of economic and social conditions.

The special library is the principal agency in this work. The special library is the picket line of the advancing army. The special librarian should be the scout who determines in advance the location of the enemy—ignorance—and its probable strength, gathers facts concerning the tendencies of the forces in the field in which he is working and opens up a system of communication from his vantage point to the men who are doing the work, whether of government, administration, social reform, advertising, salesmanship, the shop and even to the unskilled workers in every line.

The Special libraries association approaches the problems with confidence born of past progress. The members of the association bring a wide experience from a score of special fields where the applica-

tion of the special library has been most successful. The great fund of these experiences is accumulating and settled principles are being established. The special library is no longer an experiment but a permanent force in government, social reform, business and industrial lines.

PROCEEDINGS OF THE SPECIAL LIBRARIES ASSOCIATION, MANHATTAN DISTRICT MEETING
May 15, 1913

The first meeting of the Manhattan District of the Special Libraries Association was held May 15th in the offices of the Official Information Bureau, Guaranty Trust Building. The arrangements were in charge of Willis D. Porter of the Official Information Bureau, chairman of the Manhattan district. Representatives were present from twenty-six special libraries or special departments besides individual members of the association. The meeting was successful from all points of view and has resulted to the benefit of the Special Libraries Association. Another meeting will be held in October.

The addresses were as follows:
Preservation of leather binding Miss Janet C. Lewis.
A Good Banking Asset,—The Financial Library,Mr. Francis T. Tilton.
The Importance of Special Libraries to the Public Library..Mr. C. C. Williamson.
Subject,—Benefits which may be derived by holding District Meetings. Informal remarks and discussion by the members.

One result of the meeting was a schedule of inquiry in regard to special libraries in New York city which is to be used in investigating the extent of the special library activity.

The schedule is given here as a guide to other districts in the same connection.

Schedule of Inquiry in regard to Special Libraries in New York City.

- 1. Name of Library or of Institution maintaining it
- 2. Street Address
- 3. Name of Librarian or person in charge
- 4. Telephone address
- 5. Purpose of collection
- 6. Subjects on which the library specializes
- 7. Kinds of material collected:
 - a. Books.....No. of volumes on file
 - b. Pamphlets ..No. on file..... How preserved?
 - c. Clippings ...No. on file..... How preserved?
 - d. Periodicals . No. on file.....

- How preserved?
- e. To what extent is material in foreign languages included?
8. Is the Library open to the public free of charge?If not, what are the terms of admission? Hours of opening and closing,
9. Can material be borrowed by properly qualified persons?
10. Will the librarian undertake to co-operate with other librarians in answering by telephone such inquiries as can readily be dealt with in that way ?.....
11. Remarks and suggestions as to ways in which special libraries might co-operate with mutual advantage.

Please fill out this blank with care and return to

SUMMARY OF ADDRESSES AND DISCUSSIONS MANHATTAN DISTRICT MEETING

A Good Banking Asset—The Financial Library.. Francis Theodore Tilton.

At first thought it might seem a little foolhardy for us to take under consideration the subject as to whether or not a financial library is a good asset for a bank, for to those who are interested in books there can be but one outcome to a discussion of such a question and that is that a financial library is of value to a banking institution.

But the trouble with most of us is that we are perfectly willing to nod our heads in approval of that which is universally conceded to be good. We know that it is good for others and that it must, therefore, be good for us, but we fail to exert ourselves beyond signifying our approval. Perhaps, however, we are not altogether to blame for our lethargy for we all don't possess the happy faculty of knowing how to accomplish by ourselves the end desired; we need a little help—a few suggestions as to the proper method of procedure—someone to blaze the way.

If we are to judge by appearances I think it is fairly safe to say that the majority of banking institutions in this country have not given over-serious consideration to the subject of providing themselves with financial libraries, for the usual bank library is very limited, comprising possibly some half-dozen or dozen books, for the most part directories or other books that are quite needful in the day's work. It is

true there is always a good-looking bookcase, usually in the President's office, with a miscellaneous assortment of books, but the real value of these is oftentimes open to question. Among the more progressive banking institutions, however, you will find libraries and good ones too, that are freely used and have proven their value beyond question.

Possibly the banker may be excused for his past negligence in this matter. He is a very busy man. He has had little time for theories, for practical problems have daily presented themselves for immediate solution.

In the early days of banking the bank was distinctly a local factor, having relatively little to do with the rest of the country. Its interests were limited to its own immediate locality. It received its deposits locally and it invested locally. There was not much need for scientific accumulation of data regarding immediate surroundings and local applicants for credit; these facts were only too well known by the banker himself.

From this simple state of affairs the status of the bank has gradually changed. Today the banks are no longer confined to their local communities; they have outgrown their territorial limitations. In the investing of their funds they are no longer restricted to their local field; they unhesitatingly invest in securities of companies located hundreds and even thousands of miles away—their field is now world-wide.

Our country has become smaller as our knowledge of it became greater. The banker's interests have become bigger and broader—and a little more complicated. He can no longer depend upon his own first-hand knowledge in the management of his bank.

As an example—the banker may never have met any of the officials of say the Northern Pacific Railroad; he may never have ridden over its line of road; he may never have seen any of its equipment; yet he does not hesitate to lend money to it by purchasing its bonds. His knowledge of its good credit, acquired from the printed page, gives him confidence, and he freely purchases its bonds. And so we find the banker's interests diversified. Under these circumstances it is, therefore, essential that he have at hand the best information available so that he may keep in touch with, and be master of, the situation.

The banker of today must keep abreast of the times. He cannot sit idly by and take no account of national development, for national developments are the foundation stones upon which is reared his very business of banking. The banker's vision is, of necessity, a broad one, and in his effort

to keep up-to-date, he must surround himself with the necessary data—the sources of information.

Aside from the banker's individual viewpoint the financial library bears an important relation to the banker's client. The modern progressive bank is distinctly one of service. Any ordinary bank can take money in and pay it out. But the twentieth century customer requires more than mechanical service. In these days of complicated economical development there are situations constantly confronting the ordinary individual upon which he needs specific advice. If it affects his pocketbook, he goes to his banker for it. If the banker can give him good advice and counsel there is the silent creation of a stronger and closer relationship between them.

It is always good business for a bank to be obliging. Other things equal the obliging bank can win in any competition. The investigation of a security which the customer may hold or desire to purchase, the obtaining of a copy of a recent inheritance tax law—these are some of the favors that will build up a loyal clientele for any bank, but the bank must be in a position to handle these questions—it must have at hand the essential tools and the skilled mechanic who can deftly use them.

For illustration, take the opportunity that will come to the banker, apparently not far distant, of explaining to many of his customers the intricacies of the proposed income tax. The subject bids fair to be a confusing one and many a customer will want to know from his banker how it will affect him. On this subject alone the banker can make an exhaustive study. If he wishes to be of any assistance to his customers it is well for him to do so. The point is, his financial library should be replete with information on the subject—the data should be close at hand for immediate use. The banker well-prepared on subjects such as these will inspire in his customer confidence as to the general efficiency of his institution.

And so there are many other subjects that are of vital interest to a bank's customers and which it would be well for the banker to follow closely, keeping on hand up-to-date information.

There is still another phase of the financial library that is of great importance and that is its relation to the banker's employees. Those that employ men are constantly crying for able and competent men. They are looking for ability. Many employees, it is true, work along in a mechanical fashion. They do certain things because they are told to—they fail to understand the reasons underlying their work, and hence they do not do intelligent work. But don't

blame the men too severely; a great deal of the trouble is not with them but with the men higher up, who don't take the time to explain theories—the reasons why. Possibly they are too busy, possibly they don't possess the schoolmaster's instinct. But the bank can, if it will, place the means by which any man can find these things out for himself—it can provide an adequate library of carefully selected books.

I have always found the average bank clerk to be ambitious and eager to acquire knowledge. He is willing to give time to reading—but he doesn't know just what to read. I have had many ask for a list of good books. You see, he needs a little help—if he gets it you can depend upon him to do the rest.

The banker has to mind a moral obligation to assist his men in learning something about the banking profession. If you take a job in a lawyer's office you expect to learn something about the law and you look to your employer to recommend to you the proper books to read. If you take a job in a bank you expect to learn something about the banking business. There is more than a monetary consideration. But most of us get in a department and stay there and hence gain a very limited knowledge of the general banking business. What we do not learn by experience we can, however, learn to a great extent from books. The lawyer will recommend to his men the reading of Blackstone, Kent and other great authorities. Why can't the banker recommend to his men the reading of the authorities in his profession and place, as does the lawyer with his apprentice, the very books in their hands?

If the men are encouraged and directed to make use of a library, it will increase without doubt the efficiency of the working force, and just stop and think what increased efficiency will mean? If say only 25 per cent of the total number of men in the employ of the institution worked earnestly to improve their knowledge of their work, it would increase to a considerable extent the average efficiency in the whole institution, even as "A little leaven leaveneth the whole lump." The ambitious man would also have a good psychological influence on his less industrious co-worker and the general standard would silently but surely rise.

I think then you will readily agree that the financial library may be considered without reservation a good banking asset. It is good for the banker individually, it is good for his client and it is good for his employee. From the mercenary standpoint it is good business for it will build up a loyal clientele and increase the efficiency of the working force. The financial library is

in fact more than a good asset—it is a good investment that will pay well.

In conclusion, just a few words on the character of the financial library. By the word Library I do not mean simply a collection of bound volumes, for some of our best data is in pamphlet and circular form and much of it is found in magazines and newspapers. Take for example the very important subject already referred to—the income tax—the newspapers and magazines are giving us timely information such as cannot be found in any printed book. These clippings, carefully filed, supplement such good treatises on this subject as that by Professor Seligman of Columbia University.

To be of value we must not think that we require a big library. It is quality that counts. It will grow as conditions develop. There should be laid, however, a good foundation upon which the structure may be built.

Finally there is one other very necessary factor and that is a guiding hand—someone competent to direct the work, for pray, of what use are the tools if there is no workman skilled in their use?

The Importance of Special Libraries to the Public Library

Dr. C. C. Williamson, New York Public Library.

Specialization has up to the present time not been carried far in public libraries. The public library is still for the most part a general library; it uses the methods and secures the results of a general library. Special collections and special reading rooms are found in connection with nearly all large public and university libraries, but the specialized library is as yet only an ideal. The special library, as we understand the term, is an efficient, up-to-date reasonably complete, collection of the literature of a particular subject, including not only books but clippings, pamphlets, articles, reports, etc., all so completely indexed and classified that the latest and best data are available without the difficulties and delays that are more or less inevitable in a large general library.

The public libraries in general have not yet undertaken to give the public special service of this character. This is doubtless in part because the demand has not seemed to warrant it, but perhaps the principal reason is that the expense would be too heavy. In order to have an efficient special library you must put a specialist in charge of it. Now, however well-informed and efficient the general reference librarian may be, he cannot be a specialist on any considerable number of subjects. Consequently, for the general or public library to follow the lead of the special li-

braries would require a far larger reference staff and increased expenditure for administration, purchase of books, etc.

In the direction of specialization the New York Public Library has gone further than any other public library known to me. We have nine or ten divisions in charge of some one having special knowledge of the subject matter of his collection. In the purchasing and classifying of books, as well as in the daily service to the public, the New York Public Library is attempting to make use of the specialist in such a way as to counteract the disadvantages of the general library in providing the best and most up-to-date information on a wide range of special subjects.

Those of us who are in charge of these special divisions are, however, not misled into thinking that we are specialists in all the subjects embraced in our field. The Division of Economics and Sociology of the New York Public Library covers more than a score of subjects any one of which would be quite broad enough for the work of a special library in itself and many of them, such as commerce and business, might furnish material for many special collections. It would be gratifying if we could employ skilled librarians having special knowledge on each of the twenty or more logical subdivisions of the political and social sciences.

The public library is unable, for a variety of reasons, to supply all the special information needed in business and public affairs. The special libraries of the city do to a certain extent meet that want and in this way they supplement the public library. This, then, is the importance of the special libraries to the public library. The libraries and bureaus of information maintained by organizations of many sorts and by business establishments are able to cultivate their field with a thoroughness that the public library cannot at present hope to do.

The value of these special libraries to the public library and to the public generally, however, is limited in two ways. In the first place, many of them are not public. They are maintained primarily for the use of a particular business establishment or for the members of an association. Secondly, the value of these special libraries to the public library and to the community is less than it should be because they are not well enough known. And this latter I take it, is the most serious of the two limitations.

Our problem is to effect a better and fuller co-operation between the general and the special libraries and even among the special libraries themselves. I have been thinking for some time that it would be of great assistance in solving the problems presented to us daily if we knew more about what the special libraries are doing

and are capable of doing. It has seemed to me that it would be a good idea to prepare a blank and ask the libraries of all sorts to fill it out, stating the purposes of their collections, the lines along which they are attempting to specialize and the extent to which they are able and willing to co-operate with the Public Library and with each other. I would also like to have the name and telephone address of the persons in charge so that, with their consent, we could call upon them now and then for special information which they might be presumed to have at hand.

To illustrate what I mean, we were asked recently what towns and cities in New York State have curfew ordinances. Being unable to locate the facts by means of our reference material, I telephoned to several organizations and finally found what I wanted at the Society for the Prevention of Cruelty to Children. A few days ago an inquiry came in for the laws of the various states governing advertising signs. We were unable to answer the question satisfactorily, yet I suspect that somewhere in the city that data is collected and could have been secured with very little trouble had we only known where to apply. Not long ago a gentleman desired to consult a particular mortality table. We did not have it and no trace of it could be found, though it was finally secured through the secretary of the Faculty of Actuaries, of London. Some one in New York probably knew all about it and would have been glad to give us the information. Questions are coming up everyday which we could handle with greater satisfaction to ourselves and to the public if we could have the co-operation of the special libraries and the persons in charge of them.

Where libraries or bureaus of information are open to the public we could occasionally refer inquiries directly to them. Even where they are open to the public only on payment of a fee we would often be glad to know what their service consists of and their terms.

In suggesting this more or less informal plan of co-operation, I am not thinking alone of the assistance we might get from the special libraries; I have also in mind the possibility of making the public library of more use to those in charge of special libraries. Many of you already know of our resources and are accustomed to turn to us for assistance. We want you to feel perfectly free to make your wants known and to let us know in what way the Public Library could be of greater service to you in your work.

Summary of Remarks

By Mr. Frederick C. Hicks, Assistant Librarian, Columbia University.

The problem at the New York Public Library as outlined by Dr. Williamson has many of points of similarity with the problem at Columbia University. The University Library is made up of a central building and numerous special libraries and reading rooms in the other buildings, some of them situated on the campus and others at some distance in the city. The reading room service is carried on in 43 reading rooms situated in 16 buildings. For some subjects, such as law, medicine, pharmacy, education and architecture the University has separate buildings, and there are small reading rooms for mines, metallurgy, philosophy, chemistry, engineering, natural science, etc. Theoretically all of these special libraries are in charge of specialists, but as has been pointed out by Dr. Williamson, it is impossible to have actual specialists in every case because of the very broad field which must be covered and the expense involved. We find the problems arising from the distribution of our collection about the campus rather difficult to solve. The chief means by which the collection is made serviceable as a whole is by a complete union catalog situated in the General Library.

The University Library has felt the need of information such as is contained in this catalog not only about the University collections but also about all special collections in New York city. It was for this reason that in 1911 the Library published a Readers' Manual which contains information about many of the special collections in New York city and which includes a list of special libraries, with addresses, and a map on which are indicated the transit facilities to these libraries. There is now in course of preparation a new edition of this Manual which we hope to make very complete. The co-operation of the Special Libraries Association in this undertaking is earnestly requested and if, as has been suggested, blanks are sent out to the various special libraries of this city it will be possible to include the information collected in the new edition of the Manual. Copies of this new edition will be available for use of all libraries in the city.

The Preservation of Leather Bindings

Miss Janet C. Lewis

It is a pleasure for me to have the privilege, Ladies and Gentlemen, of giving you some of the results of the knowledge and experience gained in preserving leather bindings while in charge of the Richard Morris Hunt Architectural and Art Library for a period of eight years, and for the past five years in a professional capacity.

The woodwork in the library being ebonized, the constant accumulation of a dry powdery dust around the backs of the bindings was most noticeable, and the fact that the hinges were rapidly disintegrating was apparent. The cause was said to be dry rot, and in this case it evidently was, for they had been put in storage vaults during the many absences of Mr. Hunt abroad, which caused them to suffer from lack of air as well as other conditions due to modern heat, light, etc., but the disintegrating influences today are far more to be reckoned with than those of age, in the subtle and unfailing work of the acid tanning, or chrome process, with which all leathers both in this country and in Europe are now tanned; the exceptions being so rare and the cost so great, comparatively, that we cannot consider them as a factor in the questions which now confronts all who possess books or have the care of them.

The average life of a legal binding of sheep or calf is not over five years, and of the general form of commercial binding, where morrocco is employed, rarely over ten years. This is almost directly due to the acids used both in the tanning and in the finishing. Mr. Berry, librarian of the Mutual Reserve Insurance Library, told of having taken lessons in a legal bindery to gain a knowledge of the make up of a legal binding, and of the use of oxalic acid to put the finishing touches on, so strong as to eat off the finger nails. Thus is the poor binding doubly handicapped from the outside as well as the inside.

While heat, gas and electricity, together with lack of ventilation, oftentimes are conditions which tell upon the life of the leather materially, it is primarily the tanning process which is responsible for such havoc. As leather has almost a warp and woof in its fibre, the absorbing of all natural oil in the skin by the acid causes the fibre to dry and become very brittle at the hinges when moved. The means to overcome the lack of natural oil must therefore be in the form of a lubricant, and one that will readily be absorbed in the pores in order to get at the fibre.

Surface lubricating is of very little real avail, as in the use of vaseline or lucelline or like mineral oils, which lack the essential penetrating qualities owing to their being of a mineral nature. An animal or a vegetable oil is the only kind which the leather really absorbs.

Three years of the use of vaseline (as recommended by Columbia College) in the Hunt Library, proved to have no other than a cleansing effect, the dry rot was just as apparent in the end. Casting about for something better, neatsfoot oil with 3 per cent of parafine to give a finish was used to a better result, but it was not a readily

penetrating medium, and the time spent in waiting for its absorption was not profitable. Other experiments followed until I obtained an animal and vegetable oil combined which owing to its penetration has proved to be an excellent lubricant and food for the leather.

Being a skin, leather requires plenty of air and should never be kept behind glass unless the cases are well ventilated every few days. I have known electric fans to be used to get the air in circulation when kept in cases. Of course, in a library of large value, as in the Morgan library, the amount of moisture and temperature are questions of daily consideration.

An importer of many rare old volumes told me he thought a law should be passed requiring the lubricating of all leather bindings brought into this country, as the lack of moisture in our climate and the heat in our houses had serious results upon the old leather. In a library of 6,000 volumes which I treated last summer there was not one binding which was tanned by the modern process, yet scarcely a hinge showed any sign of breaking even though the whole aspect of the library was one of dried out, dead looking leather. After lubricating, every binding shone forth in almost its pristine beauty.

The question of the effect of the tanning process on leather for binding has become a serious one affecting the sales into the millions through the substitution of cloth, and the Leather Trust are now seeking a method for quick results with a counteractant of the acid effects.

There is a wide difference between dry rot due to age, and disintegration largely due to acids, and the necessity of lubricating for the latter is even greater than for the old dried out leathers, for the unfailing disintegrant is ever present to be reckoned with, and if a counteractant is used its harmfulness is greatly minimized. This must be in the form of a vegetable or animal oil or the two combined, and it must not be overlooked that there are limitations to the effects of lubricating if the leather has begun to break at the hinges.

Therefore, I feel that I cannot emphasize too strongly the necessity of lubrication. Commercially it is about 75 per cent cheaper in its cost than rebinding.

AMERICAN MUNICIPAL DOCUMENTS.*

A Librarian's View.

John Boynton Kaiser, Department Librarian, Economics and Sociology, University of Illinois Library.

Accompanying the great awakening of interest in American municipal affairs in the last two decades, and in some places anticipating it, American public and univer-

sity libraries have been accumulating collections of the official documents of representative municipalities, a field of literary output long neglected. In addition to the ordinary citizen, the student or city official who may find these documents of use, this "civic awakening" has in the last half dozen years produced both the municipal reference library and the bureau of municipal research, two institutions which have great need for good libraries of this type.

During this same period, however, the improvement in the form of publication, both of individual documents and the collected documents of cities, from the standpoint of reference use, has by no means kept pace with the demand for the documents themselves. Even the problems of distribution and local preservation have not received the attention they deserve, except in a few scattered instances, despite the necessity for at least local preservation and the great desirability of having a responsible and permanent distributing office and exchange for the benefit of officials and libraries in other municipalities.

A study of the manner of publishing and distributing municipal documents and also an examination of the form in which the volumes of collected city documents are published may prove profitable.

First, there is great lack of uniformity among our cities with regard to almost all questions relating to the publication and distribution of both the separate and collected reports of municipal officers. Specific inquiry among the cities themselves reveals this. Take, for example, the question of publishing and financing the separate departmental reports. In New York City this is in the hands of the Board of city record consisting of the mayor, corporation counsel and comptroller. The executive officer of the board is termed the Supervisor of the city record. The funds by which these department reports are financed are a part of the general fund for city printing appropriated to this board. San Francisco puts the burden of expense on the general fund of the Board of Supervisors, the legislative branch of the city government, which has jurisdiction over all city printing. Similarly, in Cleveland the City council has control, and departmental printing at city expense must be authorized by it. In Grand Rapids the City clerk handles the publication, also through general funds.

In numerous places, however, departmental printing is paid for out of departmental funds, in some cases from specific printing funds, in others from general maintenance funds. In Chicago and Milwaukee, departments have a specific

printing fund. In Boston, St. Louis, Kansas City and Newark general department funds meet the expense.

In most of the above named cities, the separate departments either by law or by courtesy, control the distribution of their separate reports. A Boston ordinance provides that the City messenger "shall have the care, custody, and distribution of all documents pamphlets, and books printed for the City council." But by courtesy, departments control the distribution of any number of copies they desire. The San Francisco situation is similar, the Clerk of the Board of supervisors being legally in control. In the other cities, the departments themselves control this matter except where there is a municipal reference department or a municipal reference library. Where that is the case it usually becomes a central distributing agency and by exchange with other cities acquires a collection of municipal documents for comparative research purposes.

Such is the case with the Kansas City Municipal reference library, which is made an exchange agency by the ordinance creating it, and with the Municipal reference library of Chicago which came under the jurisdiction of the Public library of that city by ordinance March 31, 1913. In Milwaukee, apparently, no one is specifically authorized to distribute reports, the departments doing whatever distribution is done, but the Municipal reference library expects eventually to acquire this function. When the Municipal reference department of the Cleveland Public library is further developed, it will doubtless be able to assume a similar function for Cleveland.

The bound volumes of collected municipal reports, in contrast with the separate departmental reports just discussed, are usually issued by the city clerk, or some equivalent officer, and their publication financed from general funds. In St. Louis, the cost is provided for in the annual appropriation ordinance by the comptroller; in San Francisco by the general fund of the Board of supervisors; in Cleveland through authorized expenditure by the City clerk, and similarly in Newark and Grand Rapids.

The City messenger distributes them in Boston; while in St. Louis the Municipal reference library, by arrangement with the City register's office, performs this duty. In San Francisco the Clerk of the Board, and in Cleveland and Newark, the City clerk distributes. In Newark, however, this is actually done by a branch of the City clerk's office which has charge of the Municipal reference library, located in the city hall. Again, in Kansas City, the Muni-

cial reference library and in Grand Rapids the Public library are the distributing agencies for the collected documents

Uniformity in all these matters may not be essential and general rules suitable to all cities regarding the manner of publishing and financing the publication of city documents cannot be formulated. One thing is certain, however, and that is that there should be a responsible and permanent central distributing agency, preferably one interested in the work and taking advantage of its function as such to acquire by exchange with other cities, a library of municipal documents. The Municipal reference library is the logical place to locate such responsibility, and has been urged for the place for some time by the National municipal league.

In cities lacking such an institution, the Public library should endeavor to acquire the responsibility. Opposition to such an attempt may be expected from departments which feel that some authority over their own property is being taken from them; but this should be overcome by making them understand that simply the physical burden of distributing is being taken from them and that the reports are as much at their disposal as formerly. Department mailing lists will still be maintained. This would be quite in harmony with the suggestions of the President's Commission on economy and efficiency concerning the distribution of the reports of the various offices of the United States Government. Its recommendations were that the distribution of federal documents of all kinds be centralized in the office of the Superintendent of documents, an office well equipped to assume such a duty.

Turning now to the form of publication of collected city documents what do we find? Let us examine those of four typical cities with a view to suggesting possible improvements in form only. The cities selected are of varying sizes and are selected at random, though a more extended comparative study shows that they may be regarded as indeed typical. The documents of Bangor (Maine), Cambridge (Massachusetts), Boston and Cleveland will serve our purpose.

The collected documents of Bangor (population 24,803 in 1910), for the fiscal year 1911-1912, form a continuously paged octavo volume of 399 pages, bound in dark green cloth and exhibiting a good quality of press work on paper fairly well suited to its task. The title-page signifies that within are the Mayor's address, the annual reports of the several departments, and the receipts and expenditures for the municipal year 1911-1912. No table of contents

is given. Preceding even the Mayor's address is a page showing the Bangor city government 1911-1912 on which appear the names of the mayor, city clerk and clerk of board, aldermen and common councilmen, by wards. The separate reports then follow in no discoverable order and have in no instance, individual table of contents or index. Following the last report is a directory of the city government for 1912-1913, complete, including even a table of salaries. A three-page index—single column—closes the volume.

Considering form only, without regard to data presented, several things seem obvious. A table of contents to the whole should certainly be furnished; and the separate reports should be arranged in some definite order. Add a consecutive number to the documents, thus arranged and you have a convenient method of citation by merely referring to Doc.26:1912. Further, each separate report should have its table of contents and index unless the final volume-index is made in sufficient detail to cover each document analytically—which in this particular case it is not. This volume being paged consecutively at the usual place for page number, the paging of each separate report as originally issued should be printed at the bottom so that a given reference may be found no matter which form of paging is cited. An occasional illustration would add value.

Some of the same criticisms apply equally well to the Mayor's address at the organization of the city government, April 3, 1911 and the annual reports made to the city council for the year ending March 31, 1911, under which title appears a recent volume of the collected documents of Cambridge, Mass., (a city of 104,839 population at the last census.

In this volume the Mayor's address is evidently considered an introductory document, being paged I-XXI. The first Report follows that of the School Commissioner, a document of 91 pages, with an individual table of contents. This last distinction is attained by none other of the documents forming the total 693 pages of reports.

In an appendix following these reports are printed the ordinances passed between April 1, 1910, and April 1, 1911, and the amendments to the standing regulations of the Board of aldermen. Next come lists of the Mayors of Cambridge from 1846 to 1911, the Presidents of the Board of aldermen and Common council, diagrams of the Aldermanic and Common council chambers, a directory of the alderman, councilmen, their committees, and the various departments and officials of the city—all presented under the appropriate running title

of Municipal register. A table of votes cast at all state and city elections held between November 8, 1910 and March 14, 1911 concludes the appendix. The **Contents** at the end of the volume is virtually an index, covering first, rather minutely, and by specific topics alphabetically arranged, the auditor's report, then presenting in alphabetical order the general subjects of the other documents. There is no real **table of contents** showing the **order** of topics either to the whole volume or any of its constituent parts. Nor does any one of these parts have its separate index, except as the general index furnishes first a specific index to the auditor's report, as just noted.

Turning to our "Sixth city" numbering 560,663 in 1910, we find that Cleveland's **Annual reports of the departments of government of the City of Cleveland for the year ending December 31, 1910** form a bulky and somewhat unsubstantial volume of an unknown number of pages. The separate reports, called "divisions," are separately paged, numbered 1-20, and arranged in numerical order. The beginning of each division in the volume is discoverable by a labelled thumb-mark similar to the A, B, C, thumb-marks on the face of a large dictionary. Preliminary pages give a register of municipal officers. The table of contents notes the twenty divisions in 1, 2, 3, order. A detailed index of ten pages precedes the auditor's report and a table of contents is given to the report of the water works department. No general index to the volume as a whole is furnished and valuable reports of important departments cannot be located where the department reporting happens to be a part only of one of the larger divisions mentioned in the contents. The paper is too heavy; the binding is too weak, strong cloth being preferable to weak leather.

Boston with a population of 670,585, is a little more successful, though there is still room for improvement. For a number of years its reports have filled two, and sometimes three, thick volumes, called parts, each with separate table of contents. This table shows that Boston documents are arranged alphabetically by the names of the departments reporting and thus arranged a consecutive number is assigned running through both or all three of the volumes. Moreover, the contents of each volume (or part) is plainly printed on a black label on the back of each volume. The printing and paper are good, the work being done at the municipal printing office. The individual documents are separately paged and, as a rule, like the previous examples, have neither table of contents nor index,

though here again the auditor's report of 333 pages is an exception. It has a detailed, double-column index of six and one quarter pages. Boston documents may be conveniently referred to by number and year, i.e., **Doc. 2—1907**; the year being the year in which the report was made, not the year covered by the report, and not necessarily the year in which the collected documents were published. For example, the reports covering 1906 were presented in 1907, but the volume of collected documents bears the imprint date 1908.

For a number of years the Boston documents included in the final volume, usually three, a brief alphabetical index to all the collected volumes for that year.

Special attention must be called to the general indexes covering the collected documents of Boston for a long series of years, indexes which are almost unique in their field. They have been published as follows and cover the years indicated in the first column:

1834-1874, published in City Docs., 1874, Vol. 1.

1834-1880, published in City Docs., 1880, Vol. 1.

1834-1886, published in City Docs., 1886, Vol. 1.

1834-1891 with an appendix containing a list of publications not included among the numbered documents. Bost. Rockwell & Churchill, 1891. 120 p.

(1834-1891) A list of documents not serially numbered prior to 1891. Appendix to index to documents. Bost. 1894.

1834-1897, with an appendix ... of ... publications not included among the numbered documents. 142 p. Bost. 1897.

Numerous references have been made in recent years to the inadequacy and meanness of the average city document. But, even without the improvement in data which is more and more noticeable, city documents should be viewed as historical records and published and preserved with the care due such records.

Good book-making would seem to demand at least the following points:

Begin with a title-page. Let it indicate the compiler, if any, the place of publication, publisher or printer, and date. Let the title state specifically the period covered by the reports. Follow this with a good table of contents to the whole volume. It should show not only the order in which the reports appear, but also the names of all important subordinate divisions of departments which have reports of division heads published within the full report of the department.

Let the reports be arranged in a definite

order by the name of the department reporting and be consecutively numbered as thus arranged. An alphabetical arrangement is the simplest and always a feasible plan; but in many cases, a grouping of closely related departments might be more satisfactory. The paging of the separate reports should be preserved and a continuous paging for the volume added.

The separate reports should each have a table of contents noting all officers reporting therein. For any but the shortest an index should be provided. At the end of the volume should appear an analytical and detailed index to the entire contents. Good index-making requires care, thought and experience. Yet there are printed helps for the guidance of the inexperienced indexer compelled to do this work. Also, there are experts who for a reasonable charge will compile an index satisfactory in every respect.

Good paper should be demanded, not only paper that makes a good appearance at first, but paper that will withstand the ravages of time. Among others a committee of the American library association has studied for some time the question of paper suitable to receive the impress of what should be imperishable records. Good press-work should be insisted upon and a substantial cloth binding demanded, for it is more suitable than leather for the preservation of books not subjected to frequent handling. The present binding of the United States Government documents is a choice made after long study of the question by qualified experts and experimenters.

The historian has found public documents a precious heritage. Let those of us who are preparing today the heritage of tomorrow bequeath it to him in a form, if not always in content, such that his faith in our degree of civilization need not be shaken.

SELECT LIST OF REFERENCES ON TRAIN CREW LEGISLATION

This list is based on an original compilation by Mr. R. H. Johnston, librarian of the Bureau of Railway Economics, to which additions were made by the Division of Bibliography of the Library of Congress, and the result then submitted to the State Libraries and State Legislative Reference Departments. Additions and suggestions were received from the following: Connecticut, Illinois, Indiana, Massachusetts, Michigan, Pennsylvania, Wyoming.

General

Note.—Full crew laws have been passed in Indiana, 1907; Maryland, 1908; Arkansas and Nevada, 1909; California, Pennsylvania, Washington, 1911; Arizona, 1912; New York,

New Jersey, 1913.

Full crew laws have been defeated in Colorado, Kansas, Nebraska, Texas, Utah, Wyoming, and were vetoed by Foss, Massachusetts; Harmon, Ohio; Hughes and Dix, New York.

American railway association. Summary of replies to inquiry as to additional cost entailed by the proposed "full crew" bill. Chicago, 1909. 6 p.

Committee on relations of railway operation legislation. Bulletins 1-4, 7, 39 relate to full crew bills.

Baltimore Sun [Editorial]. The people pay the bill. Baltimore Sun, Mar. 12, 1912. Sabbath bill.

Clark, Lindley D. Review of labor legislation of 1911. U. S. Bureau of labor. Bulletin, Nov., 1911, no. 97: 869-1432.

Summary of laws passed on full train crews in 1911: p. 891-892. Consult also the Cumulative index of labor laws under Railroad trains, etc., sufficient crew required on: p. 1463, for the exact laws of the various states.

HD8051.A5 1911,no.97

Commercial and financial chronicle [Editorial]. Labor unions and the extra crew bills. Commercial and financial chronicle, Apr. 5, 1913, v. 96: 984-985.

HG1.C7,v.96

Culberson, Charles A. Laws relating to the number of men required on railroad trains. [Washington, Govt. print. off., 1909] 7 p. (60th Cong., 2d sess. Senate. Doc. 692)

HD7825.R3U6 1909a

Dunn, Samuel O. Government regulation of railway operation. St. Louis railway club. Proceedings, Sept. 13, 1912, v. 17: 119-135. Public service regulation, Nov., 1912, v. 1: 709-710.

TF1.S2,v.17

HD4421.P8,v.1

Engineering and contracting [Editorial]. Pernicious "full crew bills." Engineering and contracting, May 14, 1913, v. 39, 537.

TA201.E5,v.39

Full crew folly. Wall street journal, Apr. 29, 1912, p. 3, col. 1.

Full crew law. Cost of compliance with proposed federal law. Railway and engineering review, Oct. 5, 1912, v. 52: 919.

TF1.R4,v.52

Opposition to full crew bills develops in states. National business, Apr. 30, 1913, v. 1, no. 17: 4.

Outlook [Editorial]. The full crew bill. Outlook, Apr. 1913, v. 103: 788.

AP2.08,v.103

A Plague of "full crew" laws. Railway and engineering review, Apr. 5, 1913, v. 53: 315-317.

TF1.R4,v.53

Railroad trainman [Editorial]. Fagin barks at the full crew laws. Railroad trainman, May, 1913, v. 30: 472. HD6350.R45R4,v.30

Railway world [Editorial]. The "Full crew" laws of New York and New Jersey. Rail-

way world, May, 1913, v. 57: 349-350.

TF1.R68,v.57

U. S. Congress. List of full crew bills introduced, 1909-1913.

H. R. 28379 Feb. 27, 1909. W. H. Ryan.

S. 1986 Apr. 26, 1909. W. E. Borah.

H. R. 7553 Apr. 15, 1909. A. F. Dawson.

H. R. 10888 June 21, 1909. J. A. Martin.

H. R. 18795 Jan. 31, 1910. J. A. Martin.

H. R. 13911 Aug. 21, 1911. I. R. Sherwood.

H. R. 21219 Mar. 2, 1912. A. J. Sabath.

H. R. 5152 May 15, 1913. I. R. Sherwood.

House. Committee on interstate and foreign commerce. The "full crew" law. Hearings before the Committee... on the bill. H. R. 13911. June 8, 1912.

9 p. Washington, Govt. print off., 1912.

HE1741.U6 1912

Laws, statutes, etc. A bill to promote the safety of employees and travelers upon railroads by compelling common carriers by railroad to properly man their trains. Introduced by Mr. Borah, April 26, 1909. [Washington, Govt. print off., 1909.] 3 p. (61st Cong., 1st sess. Senate. S. 1896).

A bill to provide the least number of men who must be assigned to each engine or locomotive engaged in handling cars used in interstate commerce and in switching cars in any railroad or on railroad track in the states and territories of the United States. Introduced by Mr. Sherwood, Aug. 21, 1911. [Washington, Govt. print. off., 1911.] 3 p. (62d Cong., 1st sess. House. H. R. 13911).

Wall street journal [Editorial]. The "full crew" folly. Wall street journal, Mar. 26, 1913, p. 1.

Watkins, Edgar. Shippers and carriers of interstate freight. Chicago, T. H. Flood and co., 1909. 578 p.

Full crew law is valid: p. 346.

Arkansas

Train crew law for freight trains (app. Mar. 28, 1907):

See Acts, 1907. Act 116. Sec. 6655a,b,c, p. 511-512.

Public and private acts...of the state of Arkansas, 1907. p. 295-296. Supplement to Kirby's digest of the statutes enacted at the legislative sessions of 1905, 1907, and 1909, and the regular session of 1911...by John T. Castle. Sec. 6655a,b,c.

Full crew bill (app. May 31, 1909):

See Acts, 1909, Act 298, Sec. 6620a,b,c, p. 504-505.

Supplement to Kirby's digest...Sec. 6620a,b,c.

U. S. Supreme court. Chicago, Rock Island and Pacific railway company v. State of Arkansas. Error to the Supreme court of the state of Arkansas. No. 50. Argued

Nov. 11, 1910.—Decided Feb. 20, 1911. (In United States reports, Oct. term, 1910. New York, 1911. v. 219, p. 453-467.)

Opinion of the court delivered by Justice Harlan.

Constitutionality of the "full crew" act of Arkansas upheld.

— same. (In supreme court reporter. St. Paul, 1911. v. 31, p. 275-279.)

Arizona.

Train crew law (app. Mar. 18, 1903):

See Acts, resolutions and memorials...of the territory of Arizona, 1903. No. 34, sec. 3, p. 53.

Laws, 1912. (Full crew bill).

California

Full crew law (app. Feb. 20, 1911):

See Statutes, 1911, Chap. 49, p. 65.

Supplements to the codes and general laws of 1909...by James H. Deering.

Act 2935, p. 948-949.

California. Railroad commission. Report ...Jan. 1, 1911 to June 30, 1912. Sacramento, Cal., F. W. Richardson, 1912. 638 p.

"Full crew bill": p. 594-595.

HE2709.C2 1911-12

Colorado

Bill defeated, 1912.

Railway age gazette [editorial]. [The train crew bill pending in the legislature of Colorado.] Railway age gazette, Apr. 11, 1913, v. 54: 823-824. TF1.R2,v.54

Connecticut

Number of brakemen:

See General statutes of Connecticut, revision of 1887. Sec. 3566, p. 783. Revision of 1902, Sec. 3797, p. 942.

Number of men employed on freight trains.

See Public acts, 1909. Chap. 219, p. 1164.

Connecticut. Railroad commissioners. Twenty-second annual report...1875. Hartford, Press of the Case, Lockwood & Brainard Co., 1875. 270 p.

Number of brakemen on train: Sec. 80, p. 242. HE2709.C7 1875

57th annual report. 1909.

Hartford, Publ. by the state. 1910. 176 p. HE2709.C7 1909

Sec. 3799. Number of brakemen: p. 72-73. (Rev. 1888, sec. 3566).

Georgia

Georgia. General assembly. House. A bill to prescribe minimum number of employees to be used in operating passenger trains. Introduced by Messrs. Hollis and Brown, July 10, 1912, and referred to the Committee on labor and labor statistics. (In its Journal, 1912. Atlanta, 1912. p. 301.)

Illinois

Illinois. General assembly. The following bills relating to full train crew have been introduced during the 1913 session:

House bill no. 176. Feb. 27, 1913.

House bill no. 338. Mar. 27, 1913.

Senate bill no. 227. Mar. 13, 1913.

Senate bill no. 295. Mar. 25, 1913.

Senate bill no. 449. Apr. 17, 1913.

House. An act to regulate the number of men to be employed in the business of operating engines engaged in switching cars, and to prescribe the qualifications of such men. Introduced by Mr. Morrison, Jan. 17, 1911.

(In its Journal, 1911. Springfield, 1911. p. 119.)

House bill 10.

Senate. An act to insure greater safety to the lives of the traveling public, and prescribing the number of employees to be used in the operation of passenger and freight trains in the State of Illinois. and providing a penalty for the violation of this act. Introduced by Mr. Henson, Mar. 3, 1911.

(In its Journal, 1911. Springfield, 1911. p. 380.)

Senate bill 330.

Railway age gazette [Editorial]. The train crew bill and railway accidents in Illinois. Railway age gazette, Apr. 18, 1913, v. 54: 866-867. TF1.R2,v.54

Railway and engineering review [Editorial.] [The Chicago association has passed a resolution protesting against the passage of the "full crew" bill now pending in the Illinois legislature.] Railway and engineering review, Mar. 29, 1913, v. 53: 304. TF1.R4,v.53

Indiana

Full crew law (app. Feb. 13, 1907):

See Laws of the state of Indiana, 1907. Chap. 11, p. 18-19.

Full switching crew:

See Laws of the state of Indiana, 1911. Chap. 74, p. 124-125.

Indiana. Railroad commission. Second annual report...1907. Indianapolis, W. B. Burford, 1907. 553 p.

Full train crew law: p. 240-244.

Violation of full train crew law by Wabash railroad: p. 240.

Violations of the law are treated in all succeeding reports of the Commission (see indexes). HE2709.I6 1907

Train crew law also in Transportation laws of Indiana, 1907, p. 65.

Fourth annual report...1909. Indianapolis, W. B. Burford, 1910. 656 p.

Report of Commissioner Dowling of a conference with the railroads concerning the full crew law and its enforcement: p. 281-290. Construction of the law: p. 284-290 HE2709.I6 1909

P. C. C. and St. L. Ry. Co. v. State of Indiana. Appellee's brief. Supreme court of Indiana, appeal from Marion co. criminal court.

Prosecution for a violation of the "full train crew law" of 1907.

Kansas

A full crew bill was defeated, 1911.

Kansas. Legislature. Full crew bill. House bill no. 286. 1913. 4 p. Full crew bill Senate bill no. 223. 1913. 4 p.

House of representatives. Committee on railroads. Hearing...Subject: Full crew and experience bill. Statement of A. A. Roe, representing the Brotherhood of railroad trainmen. [Topeka ? 1911.] 31 p. HE1780.5.K2A5 1911

House bill no. 331, by Mr. Emerson, on means of promoting the safety of travelers and protecting the lives of railway employees: p. 3-4.

Maine

Full crew law:

See Fifth revision. The revised statutes of the state of Maine, 1903. Chap. 52, sec. 70, p. 538.

Maryland

Full train crew law:

See Acts of 1908. Sec. 3001.

Massachusetts

Train crew law:

See Laws, 1906, Chap. 463.

Number of brake men:

See Supplement to the revised laws of the commonwealth of Massachusetts containing the general laws enacted in the years 1902 to 1908.

Chap. 111, sec. 158, p. 995.

Full crew law, vetoed by Gov. Foss.

Full crew bill in Massachusetts. Railway age gazette, May 10, 1912, v. 52: 1029. TF1.R2,v.52

Governor Foss and the full crew bill. Railway record, May 16, 1912, v. 4: 2.

Massachusetts. Board of railroad commissioners. Twenty-third annual report... 1891. Boston, Wright & Potter printing co., 1892. 534 p.

"Brakemen on freight trains": p. 10-13.

HE2709.M4 1891

Fortieth annual report... 1909. Boston, Wright & Potter printing co., 1909. 628 p.

Order...relative to the proper manning of freight trains on railroads: p. 270-272. HE2709.M4 1909

See also 44th annual report, 1912, p. 61-62, 114-115.

General court. "Full crew" bill. To the members of the House of Representatives, Boston, Apr. 15, 1912.

n.t.p. 1912. 6 p.

Massachusetts' governor [Foss] vetoes full train crew bill. Railway world, May 10, 1912, v. 56: 411. TF1.R68,v.56

Order of railway conductors and brotherhood of railroad trainmen. Circular sent to the members of Massachusetts House of Representatives, 1912. n.t.p. 1912. 1 p.

Michigan**Michigan. Legislature.**

"During the session just closed there were five bills introduced, three providing for full crews upon all trains and two providing full crews upon switching engines and trains. With one exception none of these bills were ever reported out of committee, the exception being one of the Senate bills, providing for full switching crews, which passed the Senate but died in the House committee on railroads, to whom it was referred upon receipt from the Senate." Information received from G. L. Clark, Assistant Librarian, Michigan State Library.

Nebraska**Full crew law defeated.**

Nebraska. Legislature. House. A bill for an act to require all light engines running upon railroads in the state of Nebraska to be manned with a crew consisting of one engineer, one fireman and one conductor...Jan. 14, 1913. 1 sheet. (House roll no. 57.)

Nevada**Size of train crew (app. Mar. 8, 1909):**

See Statutes of the state of Nevada, 1908-09. Chap. LXXIV, p. 79.

Adequate train crews (app. Feb. 21, 1911):

See Statutes of the state of Nevada, 1911. Chap. 18, p. 17-18.

Amending the act (app. Mar. 28, 1911):

See Statutes, 1911, Chap. 204, p. 412-413.

Nevada. Railroad commission. Second annual report, 1909-09. Carson City, Nevada, J. G. McCarthy, 1910. 200 p.

Sec. 1 of full crew law with report: p. 40. HE2709.N32 1909

Third annual report...

1909-1910. Carson City, Nevada, J. G. McCarthy, 1910. 240 p.

"Violation of full-crew law": p. 28-29. HE2709.N32. 1910

New Jersey**Full crew law passed 1913.**

Jersey railroads up in arms over full crew bill pending. Wall street journal, Apr. 2, 1913, p. 8.

New Jersey. Board of public utility commissioners. Report to the Senate of New Jersey upon Senate bill no. 83, submitted in compliance with resolutions passed by the Senate, Apr. 12, 1911. Trenton, N. J., 1912. 9 p.

Governor (Wilson). Annual message, Jan. 14, 1913. See p. 6.

New York**New York. Laws, statutes, etc. An act providing for full crews for certain trains. Passed Mar. 31, 1913. 2 p. (Chap. 146.)**

Reports of hearings not printed.

Legislature. Assembly. Bill pro-

viding for full train crews, 1908. 1 typewritten sheet. (Assembly 1800.)

With note of disapproval by Governor Hughes.

Senate. Bill providing for full train crews, 1911. 2 typewritten sheets. (Senate no. 292.)

With note of disapproval by Governor Dix.

Brown, W. C. The full crew bill. Pertinent remarks for the Governor by the President of the New York Central. New York sun, Mar. 19, 1913.

Railway and engineering review [Editorial.] Governor Hughes vetoes full crew bill. Railway and engineering review, May 30, 1908, v. 48: 423-424. TF1.R4,v.48

Rea, Samuel. [Letter of President Rea to Hon. William Sulzer, Governor of New York, relative to the cost to the Pennsylvania railroad of full crew laws now in force.] 2 mimeograph pages. Pa. R. R. print. Railway age gazette, Mar. 21, 1913, v. 54: 685. TF1.R2,v.54

Railway and engineering review, Mar. 22, 1913, v. 53: 259. TF1.R4,v.53

Rea, Samuel, and others. A bill that seriously menaces the interests of the railroads and the public. New York evening post, Mar. 29, 1913.

Wall street journal [Editorial]. The full crew law [in New York state]. Wall street journal, Apr. 4, 1913, p. 1.

North Dakota**Train crew law:**

See Revised code, 1905. Secs. 4307, 4308. Compilation of laws of the state of North Dakota, 1911. p. 59.

Ohio**Full crew law:**

See Legislative acts passed...1911. v. 102, p. 508-509 (House bill no. 93).

A full train crew bill was vetoed by Gov. Harmon.

Ohio. Laws, statutes, etc. Transportation laws of the state of Ohio, Columbus, O., F. J. Heer, 1906. 270 p.

Full crews: p. 138. HE2710.O3 1906

Oklahoma

Governor Cruce's message vetoing the Oklahoma train crew bill. Railway age gazette, Apr. 11, 1913, v. 54: 849.

TF1.R2,v.54

Pennsylvania

Full train crew law (app. June 19, 1911): See Laws of the general assembly of the commonwealth of Pennsylvania, 1911. p. 1053-1055.

Pennsylvania. Dept. of internal affairs. Bureau of railways. Annual report, 1911. Part IV. Railroad, canal...companies. Harrisburg, C. E. Aughinbaugh, 1912. 1235 p.

Full crew law: p. liv-lv.

HE2709.P4 1911

————— Railroad commission. Report...1911. Harrisburg, C. E. Aughinbaugh, 1911. 180 p.

The full crew act: p. 7. HE2709.P42 1911
 Pennsylvania full crew law. Railway and engineering review, June 24, 1911, v. 51: 556. TF1.R4,v.51

South Carolina

Train crew law.

See Laws, 1902, sec. 3127.

Texas

Train crew law:

See Laws, 1895, art. 4317.

Regulating train crews (app. Mar. 25, 1907):

See General laws of the state of Texas, 1907. Chap. 41, p. 92-93.

Texas. Legislature. House. A bill providing for full train crews, with committee reports. 1913. 7 p.

No hearings printed.

Utah

Full train crew law defeated [?]

Washington

Train crew required (app. Mar. 21, 1911):

See Laws, 1911. Chap. 134, p. 650.

Pierce's code and compilation of the laws in force in the state of Washington, 1912. Tit. 433, sec. 39, p. 1846-1847.

Wisconsin

Full passenger crew:

See Laws of Wisconsin, 1907. Sec. 1890, r,s,t,u.

Wisconsin. Laws, statutes, etc. A compilation of laws affecting the regulation of railroads, 1905-1911. Madison, Wis., Democrat printing co., 1911. 126 p.

HE2710.W6, 1911

Train crews: p. 32 (Chap. 402, Annotated statutes, 1907).

Wyoming

Full crew law defeated

Wyoming. Legislature. A bill for an act to require all light engines running upon railroads in the state of Wyoming to be manned with a crew consisting of one engineer, one fireman, and one conductor...1913. 2 p.

Feb. 10, Reported without recommendation and placed on General file. Feb. 15, Considered in Committee of whole and laid over one day. Feb. 19, Indefinitely postponed. Information received from F. A. Davis, State Librarian.

THE LEGISLATIVE REFERENCE "SCHEME"

We quote the following editorial from the

New York Journal of Commerce of April 19th relative to what they call the "legislative reference scheme."

The editorial displays a lack of information upon the whole field of legislative reform and particularly of the work of legislative reference and drafting bureaus in this and other countries. If it were not for the eminent source of the editorial it would be passed by as the outgivings of a writer filling space.

We publish it here for we know that every person conversant with the facts which it presumes to discuss will see in every line of this editorial its own refutation.

The "Legislative Reference" Scheme

"Since the opening of the current session of Congress there has been a new crop of bills similar to those offered some months ago regarding the establishment of what is called a "Legislative Reference Bureau." There are various conceptions of what this bureau ought to do, but two stand out conspicuously. One is that of drafting all bills to be presented to either House and of putting them into "scientific" form, the other that of supplying "scientific" information with respect to the substance of legislation that is under discussion. The proposal clearly originates, as is so often the case, with certain persons who have their own axes to grind and who seek appointments in connection with the proposed bureau, but it has acquired enough standing to warrant some attention to its meaning.

"There is a certain attractive quality about the view that bills relating to technical questions ought to be drafted by an expert and not by interested persons or by legislators unfamiliar with the subjects of which they are treating. The trouble is that no expert can be found who is completely familiar with all subjects likely to be dealt with in Congressional enactments. It would not be possible even to assemble a small group of experts thus adequately equipped. Such subjects as railroad rates, the tariff, currency and banking, and many others, are matters which constitute a life's study and on which information can be had only from those who are directly and immediately conversant with the course of events, through their examination of market conditions, current industrial problems and the thousand intimate details that profoundly modify the particular circumstances calling for action on any given subject. This means that the "expert" services needed in the drafting of legislation must be had wherever they can be found, and that they are not likely either to be needed or to be available in any constant supply. There is no man who could be shifted from

one topic to another with the certainty that he would do good, or even passable, work on all. To think that the Government could succeed in securing and employing such a man would be the height of absurdity. As for the use of expert service in assembling and classifying information about the subjects that are under discussion in Congress, that is work that not only needs to be done, but is daily being accomplished by the bureaus and offices of the Administration itself. Opinion on the data thus collected can be, and unfortunately is, furnished by everyone who has occasion to use them, and in different ways by nearly everyone. Certainly the opinions of some bureau employes would be of little service, particularly as the best talent of the country is already constantly at work in studying, analyzing and applying the statistics and other information furnished by the Government on current problems.

"There is no call for the establishment of a legislative reference bureau, unless what is sought is merely the creation of some new and more or less desirable places for officeholders—who are themselves unlikely to be any more competent than existing officeholders. There is infinite need of greater talent and more earnest work directed to the securing of more effective and better prepared legislation. That the legislative reference bureau is the way to get the desired results is more than doubtful."

BIBLIOGRAPHIES

Agricultural credit.

Part 2 of the advance sheets of the Wisconsin State board of public affairs' "Report upon co-operation and marketing" is devoted to the subject of "Co-operative credit" and contains a bibliography on this form of credit as it exists in this country, compiled by W. E. Jillson. p. 25-7. 1912.

Commerce and corporations—Federal control

The third edition of the library of Congress' "List of references on federal control of commerce and corporations" is dated Mch. 20, 1913 and is made up of references selected from the earlier lists (1903 and 1907) and from material published during the past five years. This list takes up the references of a general character on interstate commerce, constitutional questions, interstate commerce commission, Sherman anti-trust act, etc., and a second section, now in preparation, will consist of references to material dealing with special applications of the principles of federal control. 164 p.

Conservation.

In the "Select list of references on the

conservation of natural resources in the United States," from the Library of Congress, the entries are grouped under: Bibliography, General works, Mineral resources, Water, Forests, Land and soil, and Human life. Author and subject indexes are added. 110 p. 1912.

Co-operation.

A "Bibliography on co-operative stores in the United States," compiled by W. E. Jillson, completes pt. 4, ("Distributive or store co-operation") of the Advance sheets of the "Report upon co-operation and marketing" recently issued by the Wisconsin State board of public affairs. p. 37-40.

Cost of living.

"Additional references on the cost of living and prices," issued by the Library of Congress in Mch., 1913 supplements by a pamphlet of 120 pages a list of 1910 on the same subject. The items are grouped under: General, Articles in U. S. daily consular and trade reports, sixteen various country headings, Gold and other precious metals in relation to prices, Prices of commodities; in addition to the customary author and subject indexes, there is a tabular statement of the sources of the index numbers of all the more important countries.

Housing.

The Chicago School of civics and philanthropy, in anticipation of the Housing exhibition held in Chicago in March has listed in seven different groups, 710 books and other items on the housing problem that may be found in the libraries of central Chicago. Mr. A. G. S. Josephson of the John Crerar Library had charge of editing this bibliography which is issued as Bulletin no. 16, July, 1912 of the Chicago School of civics and philanthropy. The subjects of the various groups in which the entries are classed are: Bibliographies, Periodicals and collections, General works, City planning and garden cities, Public regulation, Hygiene of towns and houses, Architecture of tenements and small residences, Land question as it affects housing, Garden patches. Each subject is further subdivided into general works and those concerning special cities. 40 p.

Markets.

The last six pages of "Municipal markets" pt. 3 of the Advance sheets of the Wisconsin State board of public affairs' "Report upon co-operation and marketing" are taken up by a bibliography on municipal markets compiled by W. E. Jillson. p. 54-9. 1912.

Municipal administration.

The American City bureau has com-

piled a selected list of municipal and civic books, nearly a third published within the past three years and all of recent date. The list is in reality a series of short bibliographies, arranged alphabetically, on 38 different subjects from Baths and swimming-pools to Women's civic work. A table of contents showing the scope of the work at a glance would be of assistance. The prices are quoted for each item. nar. Q. 56 p.

Municipalities—Commission government.

A "Select list of references on commission government for cities" from the Library of Congress has been divided as follows: Bibliography, General, Favorable, Opposed, Commission government in counties, and includes also both author and subject indexes. 70 p. 1913.

Paper.

Bulletin 123 of the U. S. Forest service is devoted to a "Bibliography of the pulp and paper industries" by H. E. Surface, covering 48 pages. In addition to the bibliography proper, there is a list of paper trade periodicals and an appendix in which are listed general reference works and general reference periodicals. 1913.

Peace.

The latest bibliography on the peace question is to be found in the U. S. Bureau of education Bulletin, 1913, no. 12, wh. no. 519, "The promotion of peace: 1, suggestion for the observance of peace day (May 18) in schools; 2, agencies and associations for peace," on p. 61-6.

Schools—Efficiency.

The larger portion of the Report of the Committee of the National Council of education, on standards and tests for measuring the efficiency of schools or systems of schools, published as Bulletin, 1913, no. 13, wh. no. 521 of the U. S. Bureau of education is devoted to a Bibliography, the headings of the various groups of which indicate the ramifications of the accompanying discussion:—Measurement in education, Retardation and elimination, Backward pupils, Feeble minded children, Physical defects, Exceptional children, Teachers, School subjects, High school problems, Miscellaneous. p. 11-23.

Social centers.

The latest book in the National municipal league series, "The social center," edited by E. J. Ward contains an extensive bibliography on the subject of the volume. For those who can examine only a small number of references, selected items of higher value are italicized. p. 344-351. 1913.

CURRENT REFERENCES

Bills of exchange.

The correspondence relating to the Conference on bills of exchange held at The Hague, June, 1912, has been issued as a Great Britain blue-book (Commercial, no. 1, 1913). Copies of the questionnaire relative to the unification of the law respecting cheques and various memoranda on the uniform law on bills of exchange, promissory notes and cheques and on the final protocol of the Conference constitutes the larger part of the correspondence, F. 103 p. Apr., 1913.

British library itinerary.

James Duff Brown, Borough librarian, Islington, London, England, has compiled a valuable itinerary of British libraries designed particularly for the use of Colonial and American librarians. The itinerary, since it is impossible to include all noteworthy libraries, has confined itself principally to those libraries distinguished by architectural features or special collections and is arranged according to centers, which will enable the traveller to choose particular localities or individual libraries. 30 p. London, 1913.

City manuals.

The Chicago City manual for 1912, issued by the Chicago Bureau of statistics and municipal library is a model document of this kind and presents an interesting and detailed study of the ramifications of the administration of a large modern city, giving in addition interesting biographical, descriptive and historical information and brief discussions on many of the city's problems. A table of the contents should have been included to show briefly the mass of information contained in the manual. A "Municipal handbook" from Dallas, Tex. for 1913, is an admirable example of a condensed city manual in pocket size.

Civil service—Municipal.

A pamphlet of 99 pages issued in March, 1913, by the Efficiency division of the Chicago Civil service commission, includes an analysis of employment of the

Chicago civil service for 1913, an outline report of work of the Efficiency division 1909-1912 and a series of departmental organizations and distribution charts, which give a summary of classes, grades, titles, etc., total and average compensation and distribution of all offices and places of employment in the city of Chicago, 1913.

Corporations—Taxation.

The Report of the Connecticut Special commission on taxation of corporations paying taxes to the state treats tax conditions in Connecticut in the following divisions: Public service corporations in general, Railroad companies, Car companies, Express companies, Telephone companies, Telegraph companies, Banks, trust companies and stock insurance companies, Mutual insurance companies, Savings banks, Building and loan associations. Recommendations complete the body of the Report. The Appendix contains valuable comparative statements of methods of taxing public service corporations in other states, p. 192-228. 238 p.

Embalming.

In the Transcript of proceedings of the 9th Annual Conference of the Embalmers' examining boards of North America, held at Chattanooga, Oct. 2-4, 1912, is briefly stated in what states embalmers are licensed and the conditions,—board, fees, etc., under which such licenses are issued. p. 56-60.

Fire insurance.

The Legislative fire insurance investigating committee of the Wisconsin General assembly appointed in 1911, has submitted its report to the Governor. In the report, the question of fire insurance is analyzed as to principles, policies, rates, methods and expenses and supervision; and fire prevention and state insurance are discussed. The Appendix is devoted to the 15 bills recommended by the Committee, which contain altogether 33 specific recommendations.

Income tax.

The Wisconsin Tax Commission prepared at the request of the 1913 Legis-

lature of that state a "Report on the revenues and expenditures incident to the income tax" which forms an interesting study of the cost to a state of a two years' administration of an income tax law. 10 p.

Labor bulletins.

The U. S. Bureau of Labor in July, 1912, ceased its publication of Annual and Special Reports and discontinued the bi-monthly bulletin. Irregular bulletins will, however, appear, consecutively numbered as whole numbers, but grouped in several series. The series which have so far been started are as follows: Wholesale prices; Retail prices and cost of living; Wages and hours of labor; Women in industry; Workmen's insurance and compensation; Industrial accidents and hygiene; Conciliation and arbitration; Labor laws of the United States; Foreign Labor laws; Miscellaneous series.

Labor unions—Printers.

In its "History of typographical union no. 6, study of a modern trade union and its predecessors," by G. A. Stevens, the New York (state) Bureau of labor statistics presents, as part 1 of its Annual report for 1911, a very remarkable and valuable addition to existing literature on the labor question. This particular union was chosen for such detailed study because, to quote the Preface "that trade is representative of and typifies that great body of labor, which is organized." The volume of 717 pages is generously illustrated.

Land titles.

In the April, 1913, number of Case and Comment, entitled "Land titles number," the Torrens laws are discussed by C. L. Batcheller, W. B. Niblack, V. D. Wyman and G. R. Hawkes. Further articles on different phases of the land title question are contained in the issue.

Markets.

"A study of trolley light freight service and Philadelphia markets in their bearing on the cost of farm produce," by C. L. King of the Wharton school of finance and commerce, made under the direction

of the Mayor of Philadelphia and submitted to the Department of public works of that city in Oct., 1912, is a threefold study into the causes of the cost of living in one city, and is intended as a basis "for a municipal policy relating to this question." The five recommendations submitted are briefly, development of the trolley freight system, abolition of restrictions and licenses on farmers, regulation of markets, development of trolley freight terminals and revision of transportation and distributing facilities. 58 p.

Municipal finance.

Billboards and advertising, vault privileges, unearned increment, city concessions, prison labor, excess condemnation, disposal of city wastes, pension funds, all treated particularly in their relation to the finances of New York city, are some of the pertinent topics discussed in the recent Report of the New York city Commission on new sources of city-revenue, on which as a basis, the Commission submits its recommendations to the Board of estimate and apportionment. 116 p. Jan. 11, 1913.

Sinking funds.

A Massachusetts resolve of 1912 authorized the Director of the Bureau of Statistics to make a special investigation relative to the sinking fund and serial loans of the cities and towns of the state. His report, presented to the Legislature, Mch. 5, 1913, discusses the sinking fund debt and the serial debt as they exist in Massachusetts and recommends that future municipal indebtedness be issued under the serial payment method. 25 p.

Social research.

The first appropriation ever made by a legislature for research work in social conditions with the aim of finding the reasons for mental or moral deterioration or both in citizens of the state, was made in New Jersey by the Legislature of 1911 and the report of the work accomplished through the means of this \$2000 appropriation was issued this spring by the Department of charities and corrections of the state of New Jersey in a pamphlet entitled "Research

work in New Jersey" by Elizabeth S. Kite. The work consists of studies of various families and situations in the Pine Belt with accompanying charts. 27 p.

Street cleaning.

The Efficiency division of the Civil service commission of Chicago, submitted in Nov. 1912, in response to a request from the Committee on finance of the City council, a report on the appropriations and expenditures of the Bureau of streets of the Department of public works, by wards, for cleaning of streets and alleys and removal and disposal of ashes, refuse and garbage. The inquiry on which this report was based extended from July 15 to Nov. 15, 1912, and was made possible by an appropriation of \$10,700. The report contains, in addition to the results of study and investigation into the facts of the case, estimates of the needs for street cleaning, etc. by wards, for 1913 made in classified sums and on an equitable basis. Tables, 64 p.

Telephone—Accounts.

Charles G. DuBois, Comptroller of American telephone and telegraph company, delivered a lecture entitled "A brief history of telephone accounting" to the students of the Amos Tuck School of administration and finance, associated with Dartmouth College, on Feb. 10, 1913, which has been issued in pamphlet form, with six appendices showing model circulars on accounts and forms for standards. 39 p. and appendices.

Sewage disposal.

The eighth Report of the Great Britain Royal commission on sewage disposal, appointed to inquire and report what methods of treating and disposing of sewage (including any liquid from any factory or manufacturing process) may properly be adopted, is devoted to the question of the standards to be applied to sewage and sewage effluents discharging into rivers and streams and the tests which should be used in determining those standards. 17 p. 1912. The Appendix to the Report will constitute a separate volume and will contain the results of investigations made.

Short ballot.

The City club of Chicago has published the Report of its Short ballot committee which was appointed July 13, 1911, to study the need for short ballot legislation in Illinois. The Report, dealing primarily with Illinois conditions, problems and constitutional limitations, summarizes the whole question of short ballot in its relation to county and municipal government, the number of elective offices, minority representation, and elective judiciary. 32 p. Oct., 1912.

Water power.

An exhaustive discussion of "Water power development in the United States" is found in a report of that title issued Mch. 14, 1912 by the U. S. Commissioner of corporations. The subject is presented in three parts: Physical conditions and economic aspects of water power; Concentration of ownership and control; Water power and the public. maps, 211 p.

Weights and measures.

The U. S. Bureau of standards has revised and published in a second edition its compilation of "State and national laws concerning the weights and measures of the United States," the first edition of which appeared in 1904. All laws directly on the subject or pertinent to it are quoted in full with dates of enactment and amendment. The appendix contains a revised reprint of circular no. 10 of the Bureau, giving "Legal weights per bushel of commodities." 564 p. 1912.

The U. S. Bureau of standards has printed the Proceedings of the seventh annual conference on weights and measures held in Washington, Feb. 15 and 16, 1912. The delegates comprised representatives from 26 states, representatives from 33 cities and numerous others interested in the subject. 186 p.

NEWS AND NOTES

A municipal reference library was opened in New York city recently with opening addresses by Mayor Gaynor, Comptroller Prendergast and others. The library is located in the City hall and already contains

five thousand volumes. It is expected that the library of the Reform Club will be added later.

The work is being carried on largely at present with the co-operation of the New York public library but it is expected that appropriations will be secured next year for the extension of its facilities. At present it is being conducted as a part of the department of finance.

Since the organization of the commission form of government in Portland, Oregon, under the new charter, a municipal reference library has been established by the public library with quarters in the city hall. Mrs. C. B. Kelliher who has been for the last two years in the New York library school will be in charge after July 1st.

The legislative reference department of the Indiana state library was made an independent bureau of legislation by the recent general assembly. The board of management consists of the Governor, state librarian, presidents of the two state universities, Purdue and Indiana and one person appointed by the Governor. The work will be continued as formerly with increasing emphasis upon the problems of legislative methods. John A. Lapp was elected director, Ethel Cleland, librarian, Charles Kettleborough, statistician and draftsman and Frank G. Bates of the faculty of Indiana University was retained in charge of municipal reference.

The Chicago Bureau of statistics and Municipal library which has been conducted as a separate institution has been placed under the public library. Frederick Rex who has been assistant city statistician has been made Municipal reference librarian. His headquarters are at the City hall as formerly.

The C. H. Tenney Co., 201 Devonshire St., Boston, are developing an electrical library.

The New York Times has begun the pub-

lication of a newspaper index to be issued quarterly and cumulated annually. The first annual volume is just out.

The Special Libraries Association has made reprints of several of the papers to be presented at the Kaaterskill meeting for distribution. Reprints have also been made of St. Elmo Lewis' article on "The Value of the Specialized Library for the business man, the salesman or the shop expert" and of Mr. John B. Kaiser's article on "American municipal documents."

The National Board of Fire Underwriters after investigating the needs of various insurance societies maintaining libraries, voted at its last annual meeting to guarantee a sufficient income to maintain the Insurance Library Association of Boston on a scale commensurate with its importance as a collection of fire insurance literature. The plan in mind contemplates moving into quarters having about three times the amount of floor space that the present quarters have and the employment of adequate assistants and the development of its bulletin of fire insurance literature.

We note with interest that the Crane Co., of Chicago have a librarian in the

person of E. M. Duerlein and we hope ultimately this company will be numbered in our ranks.

The Secretary's office has several applications of persons of ability and good experience who are in search of possible openings. We should recommend to many of the larger institutions who are in attendance upon the conference that they confer with the Secretary with a view to being put in touch with these parties. The Secretary will also be glad to receive, during the conference, the applications of any others who may be in search of new openings with larger fields or offering better adapted work.

Engineering companies, technical offices and large manufacturing plants operating large blueprint collections may often obtain the proper person to develop and carry on these activities in the most scientific way through the Secretary's employment exchange. The handling of the records in drafting offices may readily become the point of departure within such companies for special library work. The obtaining of exact knowledge regarding such collections of technical information would equip the beginner with a knowledge of the business which would form a splendid foundation for further library efforts.

SPECIAL LIBRARIES ASSOCIATION

The object of the Association is to promote the interests of the commercial, industrial, technical, civic, municipal and legislative reference libraries, the special departments of public libraries, universities, welfare associations and business organizations.

The Association publishes
SPECIAL LIBRARIES

which is devoted to notes of progress in special libraries and references to publications and activities of value to the specialist.

For further information, address

GUY E. MARION, Secretary
93 Broad Street **BOSTON, MASS.**

CITY PLANNING BIBLIOGRAPHY

Published by the Special Libraries Association, May 1912.

Sixty-five pages of Classified References

Price twenty-five cents.

THE SPECIAL LIBRARIES ASSOCIATION

can furnish at regular prices numbers of its publications with the exception of three issues of volume 1.

Address, Secretary, 93 Broad St. Boston, Mass.
Managing editor, State Library, Indianapolis, Ind.

The Special Libraries Association

can furnish a limited number of copies of Special Libraries for all but a few of the early issues, at the regular subscription price.

The following bibliographies and special articles can be supplied at the regular price:

- | | |
|--|------------------------------|
| Accounting | Public service commissions |
| Charities and corrections | Public utilities, valuations |
| Cigarette smoking | Public utility rates |
| Commerce court | Short ballot |
| Drinking cup question | Social questions of today |
| Gas and electric rates | Street railway service |
| Industrial libraries | Trading stamp business |
| Motion pictures | Voting, compulsory |
| Open shop | Voting, preferential and the |
| Pardoning power, federal and
state | transferable vote |
| The library and the business man, by G. W. Lee. | |
| The Special library as an adjunct to industrial laboratories, by
Guy E. Marion. | |
| The library as a business asset, by D. N. Handy. | |

Special articles on types of libraries:

- | | |
|-----------------------|-----------------|
| Legislative reference | Accounting |
| Municipal reference | Industrial |
| Financial | Mercantile |
| Railway economics | Tax commissions |
| Insurance | Manufacturing |
| Public utility | Social problems |
| Engineering | Editorial |

City planning Bibliography, Price 25 cents.

Markets and Marketing Bibliography, Price 25 cents.

Fire Prevention Bibliography, Price 25 cents.

ADDRESS

GUY E. MARION, Secretary

93 Broad Street

BOSTON, MASS.

OR

JOHN A. LAPP, Managing Editor

State House

INDIANAPOLIS, IND.

